

Supervisory Safeguarding, Intervention, and Trade Compliance Officer
GS-0401-11/12

Standard Job 2003
(revised 12/2003)

INTRODUCTION

The incumbent of this position serves as a Supervisory Safeguarding, Intervention, and Trade Compliance Officer (SITC), and has statewide program responsibilities and/or organizational unit responsibility for federal employees, state cooperative agreement personnel, and/or private contract employees. The mission of this organization is to prevent the introduction, establishment, and spread of exotic plant pests and/or animal diseases in order to protect the health, welfare, and agricultural economy of the United States, and to facilitate agricultural exports. As the Supervisory SITC Officer assigned to a specific State Office or Port, the incumbent is responsible for implementation, coordination, and maintenance of an active Port/State Program for Safeguarding, Intervention and Trade Compliance.

MAJOR DUTIES AND RESPONSIBILITIES

FACTOR 1 - PROGRAM SCOPE AND EFFECT OF THE WORK DIRECTED

1. Serves as a technical consultant and provides operational guidance to the State Director, Port Directors, Trade Compliance Officers, and field IES investigators, as well as officials in other Federal Agencies, State Cooperators, industry, national and local law enforcement officials, and experts for affected programs.
2. The incumbent maintains a port safeguarding/intervention team and network for gathering intelligence and disseminating information concerning suspected smugglers, entry pathways, seasonal prohibited products, countries of origin, and internal destination markets. Consults, cooperates, and enlists the aid of US Customs and other Federal agencies that have informational databases that can be used for selectivity of suspect smugglers and cargo shipments.
3. The incumbent performs analysis of intelligence, intervention trends, safeguarding techniques, infested products, and associated pest and economic risk in order to coordinate the timing of border, cargo, and market blitzes and to prioritize goals and objectives. Stays familiar with legal issues and authorities, the enforcement process, compliance needs, and successful inspection methods in order to implement new procedures and/or modify existing methods, as needed for the success of State programs.
4. Is responsible for planning and managing the technical approach for inspections, treatments, survey/eradication programs, and quarantine applications. Within established PPQ program policies, the incumbent initiates and modifies techniques and procedures to meet changing program requirements.
5. Gathers and compiles necessary data to prepare annual budgets. Prepares all justifications and specifications for emergency fund approval by higher management. Incumbent ensures supplies, equipment, and facilities are sufficient for program needs.

6. Plans and organizes the work of subordinate employees; establishes tours of duty; approves leave, resolves grievances and complaints through utilization of alternative dispute resolution techniques; conducts and identifies training needs for subordinates; initiates recruitment requests; conducts evaluations; develops performance standards and recommends retention and/or dismissal of employees during and at the completion of employee probationary periods. Participates in the negotiation and administration of local union contracts with union officials and resolves local contract disputes and issues.

FACTOR 2 - ORGANIZATIONAL SETTING

The incumbent is a first level supervisor who reports to the Regional Safeguarding, Intervention and Trade Compliance Director. Supervises a staff of SITC Officers and administrative personnel, and a fluctuating work force of permanent and temporary technical and clerical employees. The incumbent is responsible for implementing SITC regulatory and market survey programs, representing PPQ in cooperative programs/activities, and working with management in planning and implementing AQI inspections, task forces, blitzes, and other coordinated efforts to facilitate intervention of prohibited agricultural products.

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The incumbent is responsible for scheduling inspections and other program activity for the work unit, much of which may be at remote locations. Has final approval authority for subordinate work plans and distribution and the administration of overtime within existing budget and negotiated labor-management agreements; schedules official travel and approved leave by subordinates; develops long-range work plans and tours of duty at local levels; establishes tours of duty and develops alternative work schedules. Evaluates and reviews the work of subordinates through direct observation, report review, periodic spot checks of work in progress, and follow up. The incumbent evaluates success in meeting program objectives by implementing systems and techniques or ongoing work unit program reviews. Examples include review of market survey reports, violation reports, etc.

FACTOR 4 - PERSONAL CONTACTS

The incumbent has contacts with Plant Protection and Quarantine line, staff, and State officials, APHIS Investigative and Enforcement Service, and key officials in other Federal agencies. The incumbent also has contacts with representatives of the scientific community, and private industries associated with agricultural production, marketing, and transportation. There are also contacts with informants, attorneys, and the Office of the General Counsel.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED

This is a first level supervisor directly responsible for the supervision of a staff of Safeguarding,

Intervention and Trade Compliance Officers (GS-0401-11), administrative positions (GS-0303-5/7), and a fluctuating work force of clerical and technical employees.

FACTOR 6 - OTHER CONDITIONS

This work involves operational planning and guidance that will ensure the Port or State's ability to detect and prevent the smuggling of agricultural products. Problems and compliance actions are handled uniformly across the state. Failure to limit smuggling activities may result in serious economic hardship due to outbreak and infestation of domestic agricultural crops, causing substantial crop and economic loss, additional use of pesticides, and loss of export trade markets. The incumbent evaluates the organization's success in meeting program objectives by implementing systems and techniques for ongoing work unit program reviews and work accomplishments. Works in close relationship with the Regional SITC Director/Coordinator, providing expertise in safeguarding activities, and initiating requests for changes/modifications to state guidelines and inspections. Additionally, the incumbent will perform physical reviews of survey, inspections, and intervention methods and sites, other activities, and related operations.